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## Office Memorandum • UNITED STATES GOVERNMENT

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TO

ZUNTA

Acting Chief, ICAPS

DATE:9 December 1946

FROM

SUBJECT: Report for week ending 6 December, 1946

## I. Projects carried over from previous week

- 1. Draft of functions for OCD and ORE have been returned from those offices with their comments.
- 2. Work on over-all personnel procurement problem

## II. Projects planned but not yet initiated

- 1. Review and revision of internal administrative procedures.
- 2. Overall intelligence chart for all government agencies.
- 3. Review of organization and personnel requirements for OSO.
- 4. Establishment of statistical control system.
- III. Projects initiated during week reported on

None

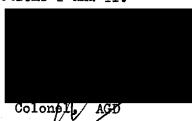
IV. Projects completed during week reported on

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- 1.
- 2. Distribution of CIG organization charts to NIA and IAB members.
- V. Projects expected to be completed during coming week
  None
- VI. Projects expected to be carried over the following week

All matters covered in Sections I and II.

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